

September 30, 1993

TO: All Field Sales Managers

Attached is information that will assist you in implementing the 1993/1994 manpower plans. This information includes manpower realignment, job eliminations, outplacement guidelines, and handling company assets. It is very important that you take the time to read and understand this information prior to conducting your meetings. It may appear that some sections of the book do not apply; however, each section should be read so that you have a full understanding of the contents. Any questions should be directed to the attention of your immediate manager.

SALES PERSONNEL

LISA Fisher
No

Central → Head count
from N. Jersey

AL PAREZ - Recover 12 - he can
come back

51843 0506